

Department of Health & Human Services Administration for Children and Families

Program Office: Office of Family Assistance

Funding Opportunity Title: Coordination of Tribal TANF and Child Welfare Services to Tribal Families at Risk of Child Abuse or Neglect

Announcement Type: Initial - Grant

Funding Opportunity Number: HHS-2006-ACF-OFA-FN-0131

CFDA Number: 93.086

Due Date for Applications: 06/23/2006

Executive Summary:

The Department of Health and Human Services (HHS), Administration for Children and Families (ACF), Office of Family Assistance (OFA), announces the availability of funds for competitive demonstration grants to Indian tribal governments and tribal consortia that administer Tribal Temporary Assistance for Needy Families (Tribal TANF) programs. The purposes of this funding announcement are: (1) to demonstrate models of effective coordination by tribal governments or tribal consortia of Tribal TANF and child welfare services provided to tribal families at risk of child abuse or neglect and (2) to evaluate and document the processes and outcomes of this coordination. These grants must be used for one or more of the following statutorily-prescribed uses: (1) to improve case management for families eligible for assistance from a Tribal TANF program; (2) for supportive services and assistance to tribal children in out-of-home placements and the tribal families caring for such children, including families who adopt such children; (3) for prevention services and assistance to tribal families at risk of child abuse and neglect.

I. FUNDING OPPORTUNITY DESCRIPTION

Legislative Authority

Section 403(a)(2)(B) (42 U.S.C. 603(a)(2)(B)) of title IV-A of the Social Security Act, as amended by section 7103 of Public Law (P.L.) 109-171, the Deficit Reduction Act of 2005, enacted February 8, 2006.

Purpose

The purposes of this funding announcement are: (1) to demonstrate models of effective coordination by tribal governments or tribal consortia of Tribal TANF and child welfare services provided to tribal families at risk of child abuse or neglect and (2) to evaluate and document the processes and outcomes of this coordination. Consistent with the authorizing legislation, these grants must be used for one or more of the following uses: (1) to improve case management for families eligible for assistance from a Tribal TANF program; (2) for supportive services and assistance to tribal children in out-of-home placements and the tribal families caring for such children, including families who adopt such children; (3) for prevention services and assistance to tribal families at risk of child abuse and neglect.

Background

Recently, increased attention has been drawn to the need to better coordinate or integrate the services provided by social service systems, including tribal systems. An underlying premise is that the needs of families, rather than funding streams or organizational structures, should drive the provision of services. One area of need is to strengthen coordination between the welfare (TANF) system and the child welfare system. While the welfare system is focused primarily on enhancing the economic self-sufficiency of families with children and the child welfare system is focused primarily on ensuring the safety of children, both systems share a common mission of ensuring the well-being of children and families. By working together more closely and reexamining the ways in which the human, financial, and administrative resources of both systems are used, TANF and child welfare agencies can improve their effectiveness in meeting the needs of families. Also, if these two systems assure that all relevant child and family serving agencies work together on behalf of the target population, the necessary supports and resources will be used more efficiently, and duplication of effort and services will be reduced or eliminated.

A significant number of families are involved with both the welfare and child welfare systems. For example, most families that receive in-home support services through the child welfare system also receive

TANF assistance, and more than half of all foster children come from families that are TANF-eligible. Some TANF families already benefit from child welfare services, including services to help prevent child abuse and neglect. Additional TANF families would benefit from these services. TANF families also will benefit from improved communication and coordination among TANF, child welfare, and other relevant agencies and programs.

Grants funded under this announcement are to develop and test the effectiveness of innovative approaches to providing coordinated Tribal TANF and child welfare services to families at risk of child abuse or child neglect. These grants offer opportunities for Indian tribes and tribal consortia that administer Tribal TANF programs to develop more effective and efficient strategies to meet the unique needs of at-risk tribal service populations. These grants may be used to plan for and to provide coordinated Tribal TANF and child welfare services.

Under these demonstration grants, tribes and consortia may begin coordination of Tribal TANF and child welfare programs and services or improve existing coordination. These grants may not be used to continue current coordination.

ACF funds child welfare programs authorized by title IV-B of the Social Security Act. Many tribes receive direct funding under these child welfare programs (title IV-B, subpart 1 - Child Welfare Services, and title IV-B, subpart 2 - Promoting Safe and Stable Families), which are administered at the Federal level by the Children's Bureau within ACF's Administration on Children, Youth and Families (ACYF). Applicants for grants funded under this announcement must include coordination with appropriate child welfare agencies.

ACF also funds additional programs that affect child welfare, including the Family Violence Prevention and Services Program, Head Start, and the Child Care and Development Fund. Many tribes receive direct funding under these grant programs. Applicants for grants funded under this announcement should include coordination with these programs as appropriate in their projects -- beginning or improving coordination of Tribal TANF programs not only with child welfare programs funded by the Children's Bureau, but also with Family Violence Prevention and Services programs and other appropriate related programs and services.

In addition, ACF programs support technical assistance activities and providers such as Sacred Circle, a national resource center for tribal domestic violence issues which is funded under the Family Violence Prevention and Services Program, and eight national child welfare

resource centers which provide training and technical assistance to child welfare agencies, including technical assistance targeted to tribes. Applicants may wish to consider how available technical assistance resources could further their proposed projects.

As they focus on families with children who need to be protected from abuse and neglect, applicants also may want to address coordination with relevant programs and services funded by HHS's Indian Health Service, by the Department of the Interior, and by other Federal agencies, and with activities relating to implementation of the Indian Child Welfare Act of 1978.

Coordination with State, local, and/or private child welfare and domestic violence prevention and services programs also may be developed and/or enhanced under these grants. For example, applicants may want to begin or improve coordination with their States' Social Services Block Grant programs authorized by title XX of the Social Security Act. Projects may include tribal programs only, or they may also include programs/services administered by State and local government agencies and/or private agencies.

Applicants should demonstrate their commitment, and the commitment of any other partners identified as part of this project, to coordinate on the project, with clearly defined roles and responsibilities.

Applicants may choose to provide activities, services, and benefits under these demonstration grants:

- Only/solely by the Tribal TANF agency;
- By the Tribal TANF agency and one or more other agencies/offices/departments that provide child welfare services;
- By a single or combined agency/office/department that administers Tribal TANF and other programs/services; or
- By a single or combined agency/office/department that administers Tribal TANF and other programs/services and also by one or more other agencies/offices/departments.

Applicants may establish or enhance coordination between or among separate agencies through coordinated outreach, intake, services, and/or referrals, or they may coordinate programs, activities, and services under a single agency or administrative unit. Projects may demonstrate effective coordination in a one-stop, single location or in more than one location. Applicants may wish to create a system in which services are based on need, rather than on "which door" the

family enters. They may wish to develop a one-stop model that offers an array of services and supports for families, including TANF services and services for children who need to be protected from abuse and neglect.

The target population for these grants is TANF-recipient families who are at risk of child abuse and/or neglect, including two-parent families, single parent families, child-only cases (no adult is included in the cash grant), relative caregiver families (grandparents and other relatives care for family members' children), foster care families, and/or families that adopt children. As appropriate, applicants may narrow the focus of their projects. For example, applicants may focus on supportive services and assistance to tribal children in out-of-home placements and the tribal families caring for such children, including families who adopt such children (the second statutorily-prescribed use for these grants).

As applicants develop their proposals, they may wish to review information on a "systems of care" approach and the *Comprehensive Family Assessment Guidelines* recently published by the Children's Bureau. The Children's Bureau grant program, Improving Child Welfare Outcomes through Systems of Care, has addressed the need to have all child and family serving agencies work together to develop comprehensive family assessments, coordinate service plans, and coordinate use of data collected across agencies, thereby improving services and maximizing revenue sources. More information on the systems of care approach is available at <http://nccanch.acf.hhs.gov/profess/systems/index.cfm>. Collaboration between child welfare and community partners is a key component of the *Comprehensive Family Assessment Guidelines*, which are available at http://www.acf.hhs.gov/programs/cb/publications/family_assessment/index.htm.

Families suffer from fragmented service delivery systems and benefit from a coordinated, collaborative service delivery system tailored to meet their unique needs. A number of tribes already have seen the importance of strengthening the collaboration between TANF and child welfare and have taken steps to coordinate or realign the two systems either as part of a large system reform effort or to meet the needs of special populations. For example, some tribes house their TANF and child welfare programs in the same department and collaborate on case plans and in other areas where there is overlap. Collaboration between the two systems has benefits for the children and families they serve, for the workers, and for the agencies.

ACF seeks to develop and demonstrate models of effective coordination by tribal governments and consortia of Tribal TANF and child welfare services for tribal families at risk of child abuse or neglect, in order to better meet the needs of children and their families. Grants awarded under this funding announcement will assist tribes and tribal consortia administering TANF programs in planning for and implementing cross-system collaborative efforts. Grants must be used to improve case management for families eligible for assistance from the grantee's TANF program, for supportive services and assistance to tribal children in out-of-home placements and the tribal families caring for such children, including families who adopt such children, and/or for prevention services and assistance to tribal families at risk of child abuse and/or neglect.

Examples of areas that applicants might wish to address include:

- Developing and implementing integrated assessment, case planning, and inter-agency service delivery systems for families involved in both the TANF and child welfare systems. By improving information sharing, developing a single case plan, changing staffing patterns by sharing or realigning human resources, or using other means, tribes can take important steps to help these families address their problems in a manner that sets the family up for success.
- Developing and implementing joint initiatives to improve screening for families at risk of child abuse and/or child neglect and developing and implementing improved responses.
- Developing and implementing strategies to help families involved with multiple agencies. Collaboration among these agencies could insure a comprehensive assessment and coordinated plan of action for a particular family, promote blending or braiding of financial resources to support those plans, and eliminate duplication of services in implementing the plan with a family.
- Supporting interagency and intra-agency planning, policy development, comprehensive family assessment, information and data sharing mechanisms, and cross-training of welfare and child welfare staff.
- Using the joint resources of the TANF and child welfare systems and other available community supports to improve services to at-risk families.
- Developing and implementing a holistic child abuse and child neglect prevention-enforcement-rehabilitation approach that involves TANF, child welfare, and other appropriate service

providers and provides culturally-appropriate social, educational, economic, and legal support for families.

These are a few examples of how TANF and child welfare services could be better integrated or coordinated to address needs. Applicants are free to identify other issues or aspects of TANF-child welfare coordination and to include other systems as well in their collaborative proposal. These grants should stimulate and facilitate development, implementation, and evaluation of models of coordination.

The Children's Bureau recently published a funding announcement that is similar to this OFA funding announcement. The Children's Bureau announcement is for demonstration grants for collaboration between TANF and Child Welfare to improve child welfare program outcomes (Funding Opportunity Number HHS-2006-ACF-ACYF-CW-0103, published March 18, 2006). Eligible applicants include State governments, county governments, city or township governments, special district governments, and Federally recognized Native American tribal governments. The Children's Bureau expects to award up to six grants under its announcement. OFA will coordinate with the Children's Bureau as grantees implement projects funded under our similar funding announcements, to share information on projects, approaches, and results, to identify effective models of coordination/collaboration, and to help assure the dissemination of information on these effective models. In addition, OFA and the Children's Bureau may be able to collaborate in providing technical assistance to tribes.

Demonstration Projects

Consistent with the authorizing legislation, these demonstration projects should test the effectiveness of tribal governments or tribal consortia in coordinating the provision of child welfare and Tribal TANF services to tribal families at risk of child abuse or neglect. These projects should identify promising approaches and methods to improve service delivery. They should put into place and test new, unique, or distinctive approaches for delivering coordinated services to a specific population: TANF-recipient tribal families at risk of child abuse and/or neglect. These projects may test whether a program or service that has proven successful in one location or setting can work in a different context, or they may test a theory, idea, or method that reflects a new and different way of thinking about service delivery.

These projects should help answer questions about the best ways to coordinate and improve delivery of TANF and child welfare services

and how to develop culturally-competent programs for low-income tribal populations.

These projects should establish model programs designed to develop, introduce, test, and evaluate innovative approaches and prepare the way for replication and service improvement. Innovative projects depart from, or significantly modify, past program practices and test a new approach. These projects should determine whether the service models they demonstrate would result in improved service delivery and should measure the effect of improved service coordination.

Technical Assistance

Applicants must indicate a willingness to receive ACF-sponsored technical assistance if the application is approved. Technical assistance is a set of consulting services that are available to help grantees succeed in implementing their programs. These services may include assistance in areas such as financial planning, program planning, and interpreting and applying legislation and regulations. Technical assistance may be available in areas including strategic planning (identifying goals and objectives and developing corresponding plans of action), developing protocols for domestic violence prevention and services, coalition building, and measuring performance and outcomes. Assistance may be offered by ACF staff and/or contractor(s).

ACF expects all grantees to send the project director and the key staff person responsible for project evaluation to planned annual two- to three-day grantees' meetings in Washington, D.C., including a kickoff meeting to be held within the first three months of the project. ACF also expects grantees to attend one- to three-day OFA-sponsored technical assistance events that may be held. Applicants must allocate sufficient funds within their budgets to attend these meetings.

Evaluation

Applications must include an evaluation component, as described in this announcement. In addition, ACF may select some grantees to participate in an ACF-sponsored evaluation to help build the knowledge base about improving coordination of TANF and child welfare services. Approved applicants must agree to work cooperatively with any evaluator(s) selected by ACF. Such agreement involves providing access to project-related information and access to project staff and participants for interviews, surveys, and on-site observation. Such agreement also may involve using common definitions and data elements for cross-site evaluation. Grantees selected for inclusion in

an ACF-sponsored evaluation will not be required to conduct separate assessments of their projects.

Assurances

Acceptance of funds for projects responsive to this announcement will signify the applicant's assurance that it will comply with the following requirements:

1. Submit all reports to ACF as required.
2. Participate if ACF chooses to conduct a national evaluation and/or offer technical assistance that relates to this funding announcement.
3. Allocate sufficient funds in the budget to:
 - a. Provide for the project director and evaluator to attend annual two- to three-day grantees' meetings in Washington D.C. (if such meetings are held), including a kickoff meeting to be held within the first three months of the project;
 - b. Provide for participation in one- to three-day OFA-sponsored technical assistance events (if such events are held); and
 - c. Provide for project evaluation.

Administrative Costs/Indirect Costs

There is no predetermined administrative cost ceiling for projects funded under this announcement. Indirect costs consistent with approved indirect cost rate agreements are allowable. Applicants should enclose a copy of their current approved rate agreement if indirect costs are included. It should be understood that indirect costs are part of (included in), and not in addition to, the amount of funds awarded in the grant.

II. AWARD INFORMATION

Funding Instrument Type:	Grant
Anticipated Total Priority Area Funding:	\$1,550,000
Anticipated Number of Awards:	13 to 19

Ceiling on Amount of Individual Awards: \$150,000 per budget period

Floor on Amount of Individual Awards: \$25,000 per budget period

Average Projected Award Amount: \$81,500 per budget period

Length of Project Periods: 60-month project with five 12-month budget periods

Explanation of Other:

The projects awarded will be for a project period of 60 months. The initial grant award will be for a 12-month budget period. The award of continuation beyond each 12-month budget period will be subject to the availability of funds, satisfactory progress on the part of the grantee, and a determination that continued funding would be in the best interest of the Federal Government.

Awards under this announcement are subject to the availability of funds.

III. ELIGIBILITY INFORMATION

1. Eligible Applicants:

- Native American Tribal governments (Federally recognized)
- Others (See below)

Additional Information on Eligibility

For this funding announcement, "Indian tribe" has the same meaning given this term in section 419(4)(A) of title IV-A of the Social Security Act, and "Alaska Native regional non-profits" means the Alaska Native regional nonprofit entities listed in section 419(4)(B) of title IV-A of the Social Security Act.

Eligibility is limited to:

- Indian tribes and Alaska Native regional non-profits that administer a Tribal TANF program on the date of publication of this program announcement; and

- Consortia of two or more Indian tribes -- the consortium administers a Tribal TANF program on behalf and at the direction of these tribes on the date of publication of this program announcement.

Applicants need not administer their own child welfare grant(s) under title IV-B of the Social Security Act in order to be eligible.

To prevent duplication of effort and funding, OFA will not fund any tribe or tribal consortium that receives a grant under Children's Bureau funding announcement HHS-2006-ACF-ACYF-CW-0103 for the same project activities and services as it proposes under this OFA funding announcement.

2. Cost Sharing or Matching: None

3. Other:

D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal, Grants.gov. A D-U-N-S number will be required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number on-line at <http://www.dnb.com>.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Disqualification Factors

Applications that exceed the ceiling amount will be deemed non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3* will be deemed non-responsive and will not be considered for funding under this announcement.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package:

OFA Operations Center
c/o The Dixon Group
Attention: Office of Family Assistance
118 Q Street, NE
Washington, DC 20002
Phone: 1-866-779-8458
E-mail: ofa@dixongroup.com

2. Content and Form of Application Submission:

Each application must contain the following items. We encourage applicants to submit these items in the order listed, to facilitate preparation and review of the application. The application must cover the entire five-year project period.

- **Completed Standard Form (SF) 424 (Application for Federal Assistance).** The SF-424 must be signed by an official of the applicant tribe or consortium who has the authority to obligate the entity legally.
- **Completed Standard Form (SF) 424A (Budget Information -- Non-Construction Programs).**
- **Project Summary/Abstract.** Include a one page, double spaced summary/abstract that accurately and concisely reflects the proposed project. State the applicant name, and identify this funding opportunity (Coordination of Tribal TANF and Child Welfare Services to Tribal Families at Risk of Child Abuse or Neglect). Briefly describe the objectives of the proposed project,

the approach to be used (including major elements of the plan of action/work plan), and the results and benefits expected.

- **Project Description.** See Section V of this announcement for details on preparing the project description. Also see "Tips for Preparing a Competitive Application" below. The project description must include the following:
 - Objectives and need for assistance;
 - Approach;
 - Evaluation;
 - Organizational profiles; and
 - Staff and position data.
- **Budget and Budget Justification.** See Section V of this announcement for details on preparing the budget and budget justification.
- **Indirect Cost Rate Agreement.** If claiming indirect costs, include a copy of the applicant's current indirect cost rate agreement approved by HHS or another cognizant Federal agency.
- **Documents of Commitment/Support.** Include documents of commitment/support for the project proposed in the application. Tribes should enclose a resolution of support from the governing body and/or specific commitment from each tribal agency/department involved. For partner entities outside the tribe, include a letter of agreement/commitment or memorandum of understanding from each partner stating its role and expressing commitment to participate if the proposed project is funded.
- **Standard Assurances, Certification, and Disclosure**
 - Standard Form (SF) 424B (Assurances Non-Construction Programs).
 - Standard Form (SF) LLL (Certification Regarding Lobbying) and lobbying disclosure, as applicable.

See "Forms and Certifications" below for further information.

Page Limit. The application limit is 60 pages total, including all forms and attachments. Pages over this limit will be removed from the application and will not be reviewed.

General Content and Form Information. To be considered for funding, each application must be submitted with the standard Federal forms (provided at the end of this announcement or through the electronic links provided) and following the guidance provided. The application must be signed by an individual authorized to act for the applicant tribal government or tribal consortium and to assume responsibility for the obligations imposed by the terms and conditions of the grant award.

The application must be typed, printed on only one side of white 8.5 x 11 inch paper with at least 1/2 inch margins on each side and 1 inch at the top and bottom, and use standard fonts (such as Times New Roman or Courier) no smaller than 12 point. The project summary/abstract and the narrative parts of the project description must be double spaced. Pages should be numbered sequentially throughout the application package. Pages will be removed and not reviewed if these instructions are not followed.

All copies of an application must be submitted in a single package, and a separate package must be submitted for each proposed grant project. The package must be clearly labeled to identify the specific funding opportunity it addresses.

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate subsections of the application, including supporting documentation. Use a clip (not a staple) to securely bind the application together. Applicants are advised that the copies of the application submitted, not the original, will be reproduced for review.

Tips for Preparing a Competitive Application. It is essential that applicants read the entire announcement package carefully before preparing an application and include all required items in the application. Keep in mind that the evaluation criteria in Section V of this announcement will be used to review and evaluate each application. Keep in mind that all projects must demonstrate models of coordination of Tribal TANF and child welfare services provided to tribal families at risk of child abuse and/or neglect, and all projects must document and evaluate the processes and outcomes of this coordination. OFA expects that the project description in the application will:

- State the allowable use(s) that the project will implement (one or more of the three statutorily prescribed uses). Describe how the project will coordinate Tribal TANF and child welfare services provided to tribal families at risk of child abuse or neglect.
- Identify the geographical area and the population to be served by the project (service area and service population), including the types of TANF-recipient households to be served.
- Identify the tribal agencies/departments and other participating agencies/entities that will be involved in the project. State the roles and responsibilities of each agency/entity that will participate in the project. Identify key staff and any consultants/contractors who will work on the project. State their roles and responsibilities.
- Identify the project's expected measurable outcomes, including outcomes for children and families.
- Provide evidence of organizational and staff experience and expertise regarding TANF and child welfare programs and the needs of families served by the two systems; developing, implementing, and evaluating service integration or coordination models; and culturally competent service delivery. List key individuals and any consultants who will work on the project, and state their roles and responsibilities in the project.

Before preparing an application, applicants may want to explore the web sites of the Office of Family Assistance (<http://www.acf.hhs.gov/programs/ofa>) and the Children's Bureau (<http://www/acf.hhs.gov/programs/cb>), which provide a wide range of information and links to other relevant web sites.

Information on logic models may be helpful to applicants. A logic model is a tool that presents the conceptual framework for a proposed project and explains the linkages among program elements. While there are many versions of the logic model, they generally summarize the logical connections among the needs that are the focus of the project, project goals and objectives, the target population, project inputs (resources), the proposed activities/outputs directed toward the target population, the expected short- and long-term outcomes the initiative is designed to achieve, and the evaluation plan for measuring the extent to which proposed processes and outcomes actually occur.

Information on development of logic models is available at <http://www.uwex.edu/ces/pdande/> and http://www.extension.iastate.edu/cyfar/capbuilding/outcome/outcome_logicmdir.html.

Objective, comprehensive project evaluations are an important part of the demonstration projects to be funded under this announcement. A document titled "Program Manager's Guide to Evaluation" may be helpful to applicants. This document can be accessed at http://www.acf.hhs.gov/programs/opre/other_resrch/pm_guide_eval/reports/pmguide/pmguide_toc.html.

Forms and Certifications

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under *Section V. Application Review Information*. In addition to the project description, the applicant needs to complete all of the Standard Forms required as part of the application process for awards under this announcement.

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms as described in this section. All applicants must submit SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit SF-424A, Budget Information and SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances. The forms may be reproduced for use in submitting applications. Applicants must sign and return the standard forms with their application.

Applicants must furnish prior to award an executed copy of the SF-LLL, Certification Regarding Lobbying, when applying for an award in excess of \$100,000. Applicants who have used non-Federal funds for lobbying activities in connection with receiving assistance under this announcement shall complete a disclosure form, if applicable, with their application. Applicants must sign and return the certification with their application.

Applicants must also understand that they will be held accountable for the smoking prohibition included within Public Law (P.L.) 103-227, Title XII Environmental Tobacco Smoke (also known as the PRO-KIDS Act of 1994). A copy of the *Federal Register* notice that implements the smoking prohibition is included with this form. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it.

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it.

Complete the standard forms and the associated certifications and assurances based on the instructions on the forms. The forms and certifications may be found at:

<http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at:

<http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Those organizations required to provide proof of non-profit status, please refer to *Section III.3*.

Please see *Section V.1* for instructions on preparing the full project description.

Please reference *Section IV.3* for details about acknowledgement of received applications.

Electronic Submission

You may submit your application to us in either electronic or paper format. To submit an application electronically, please use the <http://www.Grants.gov> site.

If you use Grants.gov, you will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site. ACF will not accept grant applications via facsimile or e-mail.

IMPORTANT NOTE: Before you submit an electronic application, you must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Since this process may take more than five business days, it is important to start this process early, well in advance of the application deadline. **Be sure to complete all Grants.gov registration processes listed on the Organization Registration Checklist, which can be found at**

http://www.acf.hhs.gov/grants/registration_checklist.html.

Please note the following if you plan to submit your application electronically via Grants.gov:

- Electronic submission is voluntary, but strongly encouraged.
- You may access the electronic application for this program at <http://www.Grants.gov>. There you can search for the

downloadable application package by utilizing the Grants.gov FIND function.

- **We strongly recommend that you do not wait until the application deadline date to begin the application process through Grants.gov.** We encourage applicants that submit electronically to submit well before the closing date and time so that if difficulties are encountered an applicant can still submit a hard copy via express mail.
- To use Grants.gov, you, as the applicant, must have a D-U-N-S number and register in the Central Contractor Registry (CCR). You should allow a minimum of five days to complete the CCR registration. **REMINDER: CCR registration expires each year and thus must be updated annually. You cannot upload an application to Grants.gov without having a current CCR registration AND electronic signature credentials for the AOR.**
- The electronic application is submitted by the AOR. To submit electronically, the AOR must obtain and register electronic signature credentials approved by the organization's E-Business Point of Contact who maintains the organization's CCR registration.
- You may submit all documents electronically, including all information typically included on the SF-424 and all necessary assurances and certifications.
- Your application must comply with any page limitation requirements described in this program announcement.
- After you electronically submit your application, you will receive an automatic acknowledgement from Grants.gov that contains a Grants.gov tracking number. ACF will retrieve your application from Grants.gov.
- ACF may request that you provide original signatures on forms at a later date.
- You will not receive additional point value because you submit a grant application in electronic format, nor will we penalize you if you submit an application in hard copy.
- If you encounter difficulties in using Grants.gov, please contact the Grants.gov Help Desk at: 1-800-518-4726, or by e-mail at support@grants.gov to report the problem and obtain assistance.
- Checklists and registration brochures are maintained at <http://www.grants.gov/GetStarted> to assist you in the registration process.
- When submitting electronically via Grants.gov, applicants must comply with all due dates **AND** times referenced in *Section IV.3*.

Hard Copy Submission

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, have original signatures, and be unbound.

3. Submission Dates and Times:

Due Date for Applications: 06/23/2006

Explanation of Due Dates

The due date for receipt of applications is referenced above. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

Mail

Applications that are submitted by mail must be received no later than 4:30 p.m., eastern time, on the due date referenced above at the address listed in *Section IV.6*.

Hand Delivery

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be received on or before the due date referenced above, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6*, between Monday and Friday (excluding Federal holidays).

Electronic Submission

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or e-mail.

Late Applications

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

ANY APPLICATION RECEIVED AFTER 4:30 P.M., EASTERN TIME, ON THE DUE DATE WILL NOT BE CONSIDERED FOR COMPETITION.

Extension of Deadlines

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare cases. A determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Receipt acknowledgement for application packages will not be provided to applicants who submit their package via mail, courier services, or by hand delivery. Applicants will receive an electronic acknowledgement for applications that are submitted via <http://www.Grants.gov>.

Checklist

You may use the checklist below as a guide when preparing your application package.

What to Submit	Required Content	Required Form or Format	When to Submit
SF-424 (Application for Federal Assistance)	See Section IV	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date
SF-424A (Budget Information - Non-Construction Programs)	See Section IV	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date
Project summary/abstract	See Sections IV and V	Found in Sections IV and V	By application due date
Project description	See	Found in Sections IV and V	By

(Objectives and need for assistance, approach, evaluation, organizational profiles, and staff and position data)	Sections IV and V		application due date
Budget and budget justification	See Sections IV and V	Found in Sections IV and V	By application due date
Indirect cost rate agreement (if applicable)	See Section IV	Found in Section IV	By application due date
Documents of commitment/support	See Section IV	Found in Section IV	By application due date
SF-424B (Assurances - Non-Construction Programs)	See Section IV	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date
SF-LLL Certification Regarding Lobbying (if applicable)	See Section IV	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date

4. Intergovernmental Review:

This program is not subject to Executive Order 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities".

5. Funding Restrictions:

Grant awards will not allow reimbursement of pre-award costs.

Construction and purchase of real property are not allowable activities or expenditures under this grant award.

ACF will not fund any project where the role of the applicant is primarily to serve as a conduit for funds to organizations/entities other

than the applicant. The applicant must have a substantive role in the implementation of the project for which funding is requested. This prohibition does not bar the making of sub-grants or contracts for specific services or activities needed to conduct the project.

6. Other Submission Requirements:

Please see *Sections IV.2* and *IV.3* for deadline information and other application requirements.

Submit applications to one of the following addresses:

Submission by Mail

OFA Operations Center
c/o The Dixon Group
Attention: Office of Family Assistance
118 Q Street, NE
Washington, DC 20002

Telephone (toll-free): 1-866-779-8458

E-mail: ofa@dixongroup.com

Note: As explained in this section, ACF will not accept applications via e-mail or facsimile, and applicants should use the <http://www.Grants.gov> site if they choose to apply electronically.

Hand Delivery

OFA Operations Center
c/o The Dixon Group
Attention: Office of Family Assistance
118 Q Street, NE
Washington, DC 20002

Telephone (toll-free): 1-866-779-8458

E-mail: ofa@dixongroup.com

Electronic Submission

Please see *Section IV.2* for guidelines and requirements when submitting applications electronically via <http://www.Grants.gov>.

V. APPLICATION REVIEW INFORMATION

The Paperwork Reduction Act of 1995 (P.L. 104-13)

Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB control number 0970-0139, which expires 4/30/2007.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

1. Criteria:

Part I THE PROJECT DESCRIPTION OVERVIEW

PURPOSE

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

GENERAL EXPECTATIONS AND INSTRUCTIONS

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Pages should be numbered and a table of contents should be included for easy reference.

Part II GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION

INTRODUCTION

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

OBJECTIVES AND NEED FOR ASSISTANCE

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. When accomplishments cannot be quantified

by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from the OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

EVALUATION

Provide a narrative addressing how the conduct of the project and the results of the project will be evaluated. In addressing the evaluation of results, state how you will determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

ORGANIZATIONAL PROFILES

Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); contact persons and telephone numbers; names of bond carriers; child care licenses and other documentation of professional accreditation; information on compliance with Federal/State/local government standards; documentation of experience in the program area; and other pertinent information.

If the applicant is a non-profit organization, it should submit proof of its non-profit status in its application. The non-profit agency can accomplish this by providing any one of the following: a) a reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code; b) a copy of a currently valid IRS tax exemption certificate; c) a statement from a State taxing body, State attorney general, or other appropriate State

official certifying that the applicant organization has a non-profit status and that none of the net earnings accrues to any private shareholders or individuals; d) a certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status; or e) any of the items immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

STAFF AND POSITION DATA

Provide a biographical sketch and job description for each key person appointed. Job descriptions for each vacant key position should be included as well. As new key staff is appointed, biographical sketches will also be required.

BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

Use the following guidelines for preparing the budget and budget justification.

PERSONNEL

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

FRINGE BENEFITS

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.

TRAVEL

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used; and other transportation costs and subsistence allowances. Travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

EQUIPMENT

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

SUPPLIES

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

CONTRACTUAL

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 USC 403(11), currently set at \$100,000. Recipients might be required to make available to ACF pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the required supporting information referred to in these instructions.

OTHER

Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

INDIRECT CHARGES

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

PROGRAM INCOME

Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

TOTAL DIRECT CHARGES, TOTAL INDIRECT CHARGES, TOTAL PROJECT COSTS

EVALUATION CRITERIA:

The following evaluation criteria appear in weighted descending order. The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

APPROACH - 50 points

In reviewing the approach and documents of commitment/support, the following factors will be considered:

- (1) The extent to which the applicant describes a clear, realistic approach to implementing one or more of the three statutorily-prescribed uses of funds for coordination of Tribal TANF and child welfare services provided to tribal families at risk of child abuse or neglect.
- (2) The extent to which there is a clear, sound plan of action (work plan) for effectively implementing the proposed project, including major milestones and target dates (timeline) for the entire five-year project period. The extent to which the applicant clearly and adequately describes appropriate project activities and coordination for the entire project period. The extent to which there is a sound management plan for implementing and achieving the objectives of the project on time and within budget, including clearly defined responsibilities for accomplishing project tasks and ensuring quality.
- (3) The extent to which the applicant identifies clear, meaningful, realistic, and measurable expected outcomes. The extent to which the applicant makes a strong case that these outcomes are likely to occur as a result of the proposed project.
- (4) The extent to which the applicant demonstrates a thorough understanding of the ways in which improved collaboration between the TANF system and the child welfare system could enhance services to children and families to prevent and respond to child abuse and neglect. The extent to which the proposal lays out a sound plan and makes a strong case that the proposed project will improve the capacity of the TANF system and the child welfare system to provide coordinated services to tribal families at risk of child abuse or neglect and will improve outcomes for children and families.
- (5) The extent to which the proposed project will effectively advance coordinated approaches to improving services to families at risk of child abuse and/or child neglect. If existing coordination is in place for families at risk of child abuse or neglect, the extent to which the applicant clearly explains how the proposed project would enhance the current coordination.
- (6) The extent to which the proposed project is innovative and involves strategies that build on, or are an alternative to, existing strategies.

(7) The extent to which the applicant clearly identifies participating agencies/entities and included programs. The extent to which the applicant clearly describes appropriate roles, responsibilities, and coordination among the participating tribal programs and agencies, with other entities/organizations, and with any contractors/consultants. The extent to which the applicant demonstrates that appropriate resources will be successfully mobilized and coordinated to improve services to children and families. The extent to which there are appropriate commitment/support documents from the applicant and partner entities.

(8) The extent to which the applicant demonstrates a thorough understanding of the challenges of improving collaboration between TANF, child welfare, and other relevant systems to help families at risk of child abuse and neglect. The extent to which the applicant provides a sound plan explaining how the project would successfully overcome these challenges.

(9) The extent to which plans for monitoring and documenting progress toward project milestones and desired outcomes are thorough and reasonable.

OBJECTIVES AND NEED FOR ASSISTANCE - 15 points

In reviewing the objectives and need for assistance, the following factors will be considered:

(1) The extent to which the applicant demonstrates understanding of the need to improve coordination of Tribal TANF and child welfare services to tribal families at risk of child abuse or neglect and demonstrates understanding of the nature and extent of the problems to be addressed.

(2) The extent to which the applicant demonstrates understanding of the TANF and child welfare programs and the needs of children and families served by these systems, in particular regarding child abuse and neglect.

(3) The extent to which the applicant defines clear, appropriate service area and service population for the project.

(4) The extent to which the applicant states clear, appropriate, realistic project objectives.

BUDGET AND BUDGET JUSTIFICATION - 15 points

In reviewing the budget and budget justification, the following factors will be considered:

- (1) The extent to which the costs of the proposed project, including administrative costs, are reasonable and appropriate, in view of the activities to be conducted, services to be provided, and expected results and benefits.
- (2) The extent to which the applicant provides clear, appropriate, and realistic justification of the budget.
- (3) The extent to which the applicant's fiscal controls and accounting procedures would ensure prudent use, proper and timely disbursement, and accurate accounting of funds received under this program announcement.

EVALUATION - 10 points

In reviewing the evaluation plan, the following factors will be considered:

- (1) The extent to which the evaluation plan would effectively measure achievement of project objectives, effectiveness of program services and project strategies, the efficiency of the implementation processes, linkages between the Tribal TANF and child welfare systems, achievement of successful coordination, participant families' satisfaction, and project impact.
- (2) The extent to which the methods of evaluation would provide for the collection of relevant data and performance feedback, support periodic assessment of program progress, and provide a sound basis for program adjustments.
- (3) The extent to which the proposed evaluation plan would be likely to yield useful findings or results about effective coordination strategies.

ORGANIZATIONAL PROFILES - 5 points

In reviewing organizational profiles, the following factors will be considered:

- (1) The extent to which the applicant provides evidence of sufficient relevant experience and expertise in the following areas: TANF and

child welfare programs and the needs of families served by the two systems; developing, implementing, and evaluating service integration or coordination models; and culturally competent service delivery.

(2) The extent to which each participating organization possesses the organizational capability to fulfill its assigned roles and functions effectively.

STAFF AND POSITION DATA - 5 points

In reviewing staff and position data, the following factors will be considered:

(1) The extent to which the applicant states clearly defined, appropriate roles and responsibilities for key staff and any consultants and contractors.

(2) The extent to which the proposed project director and any key project staff possess sufficient relevant knowledge, experience, and capabilities to implement and manage a project of this size, scope, and complexity effectively. The extent to which the roles, responsibilities, and time commitments of each proposed project position, including partners and any consultants and contractors, are clearly defined and appropriate to assure timely, successful project implementation and oversight.

2. Review and Selection Process:

No grant award will be made under this announcement on the basis of an incomplete application.

A panel of experts will review and rate applications that pass the initial screening based on the project elements and evaluation criteria presented in this funding announcement. The review panel awards points only to applications that are responsive to the project elements and relevant evaluation criteria within the context of the funding announcement.

The results of the competitive review are a primary factor in making funding decisions. In addition, Federal staff conduct administrative reviews of the applications and, in light of the results of the competitive review, will recommend applications for funding to the director of OFA. OFA reserves the option of discussing applications with other funding sources (for example, the Children's Bureau/ACYF/ACF) when this is in the best interest of the Federal Government. OFA also may solicit and consider comments from ACF

regional office staff in making funding decisions. OFA may elect not to fund any applicants having known management, fiscal, reporting, programmatic, or other problems that make it unlikely that they would be able to provide effective services or effectively complete the proposed activity. OFA will not fund any applicant that has received a grant under Children's Bureau funding announcement HHS-2006-ACF-ACYF-CW-0103 for the same project activities and services as it proposes under this OFA funding announcement.

With the results of the panel review and the information from Federal staff, the director of OFA makes the final funding decisions. The director may give special consideration to applications proposing services of special interest to the federal government and to achieve geographic distribution of grant awards.

Approved but Unfunded Applications

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

3. Anticipated Announcement and Award Dates:

Applications will be reviewed no later than summer 2006. Grant awards will have a start date no later than September 30, 2006.

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices:

The successful applicants will be notified through the issuance of a Financial Assistance Award document, which sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The Financial Assistance Award will be signed by the Grants Officer and transmitted via postal mail.

Organizations whose applications will not be funded will be notified in writing.

2. Administrative and National Policy Requirements:

Grantees are subject to the requirements in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental).

Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: <http://www.os.dhhs.gov/fbci/waisgate21.pdf>.

Faith-based and community organizations may reference the "Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government" at:

<http://www.whitehouse.gov/government/fbci/guidance/index.html>.

3. Reporting Requirements:

Grantees will be required to submit program progress and financial reports (SF-269 found at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>) throughout the project period. Program progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in Section VII of this announcement.

Program Progress Reports: Semi-annually

Financial Reports: Semi-annually

VII. AGENCY CONTACTS

Program Office Contact:

Ann Bowker
Office of Family Assistance
Administration for Children and Families/HHS
370 L'Enfant Promenade, SW
Aerospace Building, 5th Floor - East
Washington, DC 20447
Phone: 202-401-5308

Grants Management Office Contact:

Sylvia Johnson, Division of Discretionary Grants
Office of Grants Management/OA
Administration for Children and Families/HHS
370 L'Enfant Promenade, SW
Aerospace Building, 6th Floor - East
Washington, DC 20447
Phone: 202-401-5513
Email: ACFGME-Grants@acf.hhs.gov

VIII. OTHER INFORMATION

Additional information about the TANF program can be located on the Internet at <http://www.acf.hhs.gov/programs/ofa/>. Additional information about child welfare programs can be located at <http://www.acf.hhs.gov/programs/cb/>. Additional information about the Family Violence Prevention and Services program and the resource centers it funds can be located at <http://www.acf.hhs.gov/programs/fysb/>. Additional information about the Social Services Block Grant can be located at <http://www.acf.hhs.gov/programs/ocs/ssbg/index.html>.

Date: 04/24/2006

Sidonie Squier
Director
Office of Family Assistance